



Material Storage and Custody Form

Please complete the form below:

School Name	
Building Assessment Coordinator	
Building Principal	
District Name	
District Assessment Coordinator	

Question	Response
Whose responsibility is it to inventory the materials upon delivery to the school?	
Where are secure testing materials stored while not in use?	
What is the plan for distribution of secure materials to testing staff?	
What is the process for test administration staff to inventory testing materials upon receipt from the assessment coordinator?	
What is the plan for distribution of securing materials to students before testing begins?	

Question	Response
What is the plan for collection of secure materials from students after testing?	
What is the process to verify that all materials have been collected from test administration staff after testing?	
What is the plan for destroying non-returnable secure materials after testing?	
In the event that secure materials are unable to be accounted for, what is the process for reporting these missing materials to the testing vendor and/or the Office of Educational Assessment and Accountability?	
What is the material recovery plan in the event that secure materials are unable to be accounted for?	
Where will copies of material inventory sheets be kept after testing?	